

# Check Printing and Voiding Checks

## Printing, Re-issuing and Voiding Checks

**T**his chapter is written solely for generating printed checks, for paying those invoices that have been selected through the "Select for Payment" option. Checks are assumed to have equal size areas for check and counterfoil with each area 3.5" by 8.5" (total size is 7" x 8 1/2" excluding continuous form feeder strips).

There are three methods on printing checks:

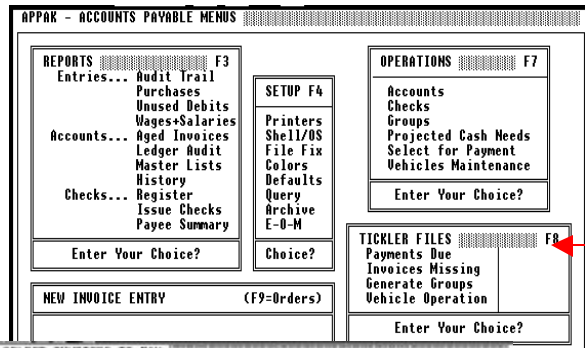
1. Select for payments
2. Printing checks by choosing range of entries or accounts.
3. "Quick Check(tm)" - Check Writer Printing for immediate payment such as C.O.D.

### SELECT FOR PAYMENT

**Purpose:** This option allows you to select which invoices you would like to be paid. You can select an individual invoice or a range of invoices. A printout of the invoices selected can also be generated through Reports <F3>.

To access the Select Payment screen: Go to Appak – Accounts Payable Menu, push <F8> Tickler Files, choose P- Payments Due, see illustration.

1. Under GL Control, enter the GL control # you want to pay, e.g. 2110.000. This will list the entire invoices. An exclamation mark (!) means payment is due.



APPAK - SELECT INVOICES TO PAY

GL Ctr'l	Pay !	Account#	Invoice	Issued	Due Date	Balance
2113.0000	!	84L	+8090	11/02/2000	11/05/2000	10.01
2110.0000	!	BS4857	+8441	02/11/2001	03/11/2001	119.31
2112.0106	!	CARMAINTENAN	+8351	01/29/2001	02/11/2001	27.88
2112.0106	!	CARMAINTENAN	+8352	01/29/2001	02/11/2001	28.59
2112.0101	!	CCITY	+8418	02/12/2001	03/16/2001	211.99
2112.0106	!	CHIP	+8262	12/11/2000	01/13/2000	71.00
2112.0203	!	CHIP	+8263	12/19/2000	01/31/2000	254.00
2112.0101	!	CHIP	22922	08/03/2000	08/16/2000	151.00
2112.0101	!	CHIP	29482	08/24/2000	09/19/2000	915.40
2112.0203	!	CHIP	227007	09/21/2000	10/22/2000	99.00
2113.0000	!	CHIP	228279	10/05/2000	11/16/2000	101.00
2112.0106	!	CHIP	231159	11/10/2000	12/16/2000	79.50
2112.0106	!	CHIP	258214	02/08/2001	03/16/2001	359.00
2112.0106	!	CHIP	258215	02/08/2001	03/11/2001	190.50
2112.0106	!	CHIP	258216	02/08/2001	03/16/2001	822.75

ESC=Close, ENTER=Toggle To Pay, F4=Zoom, F9=Reset GL, "!" Indicates Overdue.

2. To mark the invoices you want to pay, push <up or down arrows> to highlight the invoice and push <ENTER> to toggle. This will put a check mark on the column "Pay" for that line. Mark or tag all the invoices you want to pay. Once you finished selecting all the invoices you want to pay, push <ESC>. This will bring you to Accounts Payable Issue Check screen. Appak will seed the *cut off date* and *GL control* account to be used automatically.
3. Push <ENTER> and the current check number will be seeded. If this check number is correct, push enter. The checks will be printed with all the information ready for mailing.

*Note: <ENTER> function key toggles and untoggles the invoices.*

**Printing checks by choosing Range of Entries or Accounts:**

**Purpose:** If you are going to print several checks in one time and save time, you can use this feature to print checks. To get to this screen, go to Appak –Accounts Payable Menus, push <F7>, choose **S**-select for payment (see illustration).

**Range of Entries or Accounts:** You can select invoices to be paid by either the entry numbers or the account numbers. If you wish to select by entry number, enter the number or range of numbers in this field and press <ENTER>. If you wish to select by account number, press <ENTER> on the "Entries" field to move to the "range of accounts" field. Enter the account number or range of account numbers to be selected and press <ENTER>. Each possibility is described below:

If you have selected one invoice by entry number to pay (as opposed to a range of invoices), the information for that single invoice is displayed by APPAK. The cursor moves directly to the "Amount to Pay" field.

If you have selected a range of invoices to pay by entry number, APPAK moves to the "Range of Dates" field.

If you have selected a range of ACCOUNT numbers with invoices to pay, APPAK moves to the "Range of Dates" field.

**Date Range Through:** If you have selected a range of *Entry Numbers* or a range of *Account Numbers*, APPAK moves the cursor to this field to allow you to select a range of dates between which invoices will be selected to pay. NOTE: The date used for this field is the "Due Date".

**GL Sub-account Mask:** Recall that a General Ledger account has four digits, a decimal point and four more digits for the sub-account. Your entry here allows you to select invoices based on the sub-account number for your General Ledger Accounts. If the mask fits ANY ONE of the DISTRIBUTION account numbers on the invoice, the invoice is selected for payment (or deselected, if you have chosen that option).

You can leave this blank or place a star (\*) in this field, either of which will include all sub-accounts. You can use a combination of digits and question marks to wildcard sub-accounts with digits in specific positions (for example, 2?3? will include all sub-accounts which begin with 2 and have a 3 in the third position, regardless of the remaining digits). You should use care in using this mask to ensure you do not include undesired sub-accounts. However, you can always change the status of an invoice from select to deselect (or vice versa).

**Select or Deselect?:** If you have selected a range of accounts or entry numbers, APPAK moves to this field to allow you to select or deselect the range. All invoices within the range, which fit the GL Sub-account Mask, are selected or deselected (you cannot specify some to be selected and some deselected, but you can rectify this). As each invoice is displayed, the status of that invoice is given at the top of the invoice information. You will see "Currently Selected" or "Currently Deselected".

It is suggested that you generate the "Invoices Selected for Payment" report. Review this report with regard to invoices falling within ranges entered here. You may wish to change one or more invoices within the range from select to deselect (or deselect to select). To deselect an invoice appearing on the report, enter the invoice entry number and enter a zero in the "Amount to Pay" field. To select an invoice, enter its entry number and the "Amount to Pay".

**Entry #:** As each invoice is selected, information for this invoice is displayed. In the area just above this field, you can see whether the invoice is "Currently Selected" or "Currently Deselected". The information provided for the invoice includes the Entry Number, the Account, the Company Name, the Invoice Number, the Description, the Date Due, and the Balance. The operator does not have access to these fields.

**Amount to Pay:** If you have selected a single invoice entry number, the amount to pay on this invoice is seeded by APPAK. You can change this amount, if desired. If you have previously "selected" this invoice for payment, entering a zero has the effect of "deselecting" the invoice.

If you have selected a range of entry numbers or account numbers, the amount to pay is seeded by APPAK from the invoice (in this case, the operator does not have access to this field).

**Selected Total:** APPAK automatically displays the total amount for all invoices selected through this screen. If you leave the screen to perform some other function, then return to complete the invoice selection, APPAK does not automatically display the previous total accumulated, but you can obtain this information.

**Print selected entries:** Push <F4> to print the selected entries. You can send the report to your default printer.

```

=====
Natural Growth Services, Inc.                      Report Taken 02/25/2001 16:23 Page 1
                INVOICES SELECTED FOR PAYMENT, DISCOUNTS COMPUTED FOR 02/25/2001
=====
  Invoice #   Inv.Date   Entry#   Description           Balance   Discet Date   Discount   To Pay
=====
Account: 84L           84 Lumber
+8090        11/02/2000    8090  Repair materials           10.01           0.00       10.01
                                           -----
                                           Account Totals:       10.01           0.00       10.01

Account: CHLP          Chiptech, Inc.
238217        02/23/2001    8459  Resale parts             624.75           0.00       624.75
                                           -----
                                           Account Totals:       624.75           0.00       624.75
                                           -----
                                           Report Totals:       634.76           0.00       634.76
=====
===== End of Report =====

```

Some of the function keys which comes in handy are:

<F7> function key: If you leave the Invoice Selection For Payment screen to perform some other function and then return to this screen to complete selection, you can request APPAK to display the previously accumulated total by pressing <F7> Retotal Selections. This accumulated total is stored by APPAK until invoices are paid with the "Issue Checks" option.

<F8> function key: You can request a printout of the entries selected by pressing the <F8> function key.

Enter the date, which will appear, on the checks. APPAK automatically examines the records for discounts and computes any applied. The printout is automatically sent to the printer. A sample of the report is shown below. This report is printed in condensed print.

**QuickCheck(tm) - Check Writer**

**Purpose:** This option allows you to generate a check quickly for such purposes as paying for a C.O.D. The information entered is identical to that entered through the "Invoice Entry and Change" screen. The difference is that this option generates the check automatically (you do not need to go through the "Select for Payment" option to generate the check).

To quickly generate a check, do the following:

1. Go to Accounts Payable menu; press <Enter> to go to Appak- Invoices Entry Screen.
2. Enter the invoice and fill in the necessary fields.

When its time to save the entry, choose S-elect to Pay. Push <ESC>.

The next pop-up screen will show you the number of invoices, and the amount of the total invoices. If the amount is correct, enter Y=yes. The entry number stores the invoice and the check will be printed afterwards.

*Note: Be sure the checks are loaded into the printer prior to pressing <ENTER> after answering yes to this question. If you answer N (no), the entire screen's entry is ignored.*

The screenshot shows the 'APPAK - INVOICES' screen with the following fields and data:

- Company: WGC, Date: 02/24/2001, Dpid: [blank]
- Entry # 0, Last Entry Number: 8466
- Account: CHIP, Notes: Chiptech, Inc., Tns: COD cash
- Invoice # 238217, Description: Resale parts
- Issued: 02/24/2001, Received: 02/23/2001, Due: 02/23/2001
- Full Invoice Amount: [blank], Ledger Control Account: 2110.0000, Discount Amount: [blank]
- Discount Available Until: [blank]
- Distribution Table:
 

Distribution:	Acc	Amount	Party
1)	2110.0000		
2)			
3)			
4)			
5)			

A pop-up dialog box is displayed in the center of the screen with the following text:

invoices for \$64.74  
are now selected for payment.  
Print the checks now (y/n)?

At the bottom of the screen, it says: ESC=Close, F10=Save.

3. On the next screen, the date and default ledger account to be used will be seeded on the fields. Push <ENTER> and the check will be printed.
4. If you want to cancel the check printing, you need to untag the invoices selected.

## Voiding and Reprinting Issued Checks

Purpose: Through this option, you can reprint checks, which have already been issued. Checks lost in the mail or printer malfunctions make this option especially useful, and you need to void the check and reprint it. Follow the steps below on how to do this:

1. Go to Appak- accounts Payable Menus, push <F7> for *Operations*, then choose C-checks.
2. On the *Check Register Screen*, enter the check number you want to void, once the check number is highlighted, and push <F9>; this will tag the check you entered. If you have several checks to void, tag them now.
3. Push <F6> to delete the tagged check. (See illustration). If you want to re-issue another check number for that invoice and void the tagged check number, enter Y-yes to process the tagged check.

APPAK - ACCOUNTS PAYABLE MENUS

REPORTS F3: Entries... Audit Trail, Purchases, Unused Debits, Wages+Salaries, Accounts... Aged Invoices, Ledger Audit, Master Lists, History, Checks... Register

SETUP F4: Printers, Shell/OS, File Fix, Colors, Defaults, Query

OPERATIONS F7: Accounts, Checks, Groups, Projected Cash Needs, Select for Payment, Vehicles Maintenance, Enter Your Choice?

APPAK - ACCOUNTS PAYABLE MENUS

CHECK REGISTER (Using Cash Account 1120.0000 ONLY)

Number	Issued	Account #	Amount	Status	Paid	GL-Cash
3211	06/16/1994	OK	33.92	P	06/20/1994	1120.0000
3212	06/17/1994	MSC	88.49	P	06/23/1994	1120.0000
3213	06/17/1994	ROBEC	941.25	P	06/27/1994	1120.0000
3214	06/15/1994	CBS	100.00	P	06/20/1994	1120.0000
3215	06/17/1994	CBS	200.00	P	06/20/1994	1120.0000
3216	06/17/1994	VOIDS	0.00	V		1120.0000
3217	06/18/1994	JPT	18.00	P	06/23/1994	1120.0000
3218	07/01/1994	MSC	267.40	P	07/15/1994	1120.0000
3219	06/17/1994	FSSST	158.78	P	06/30/1994	1120.0000
3220	06/21/1994	CAUSEWAY	328.34	P	06/23/1994	1120.0000
3221	06/20/1994	HJ	244.50	P	06/22/1994	1120.0000
3222	06/20/1994	MAZEN	400.00	P	06/23/1994	1120.0000
3223	06/20/1994	VOIDS	0.00	V		1120.0000

4. If that tagged check is reusable for printing, push the letter C to move the check mark to *Reusable* and enter Y=yes to process the check. Pushing the letter I will leave the invoice unpaid.
5. If you enter N-no (not to process the tagged checks), it will not do anything and will bring you back to the check register. If you enter Y-yes to process the tagged checks, Appak will ask you to wait while it process the check. Once it's done, the check will be marked V-void on the status column, and the invoice will be selected for payment to be issued. Push <Esc> and you will be prompted if you want to reprint the check.

APPAK - ACCOUNTS PAYABLE MENUS

CHECK REGISTER (Using Cash Account 1120.0000 ONLY)

Number	Issued	Account #	Amount	Status	Paid	GL-Cash
3211	06/16/1994	OK	33.92	P	06/20/1994	1120.0000
3212	06/17/1994	MSC	88.49	P	06/23/1994	1120.0000
3213	06/17/1994	ROBEC	941.25	P	06/27/1994	1120.0000
3214	06/15/1994	CBS	100.00	P	06/20/1994	1120.0000
3215	06/17/1994	CBS	200.00	P	06/20/1994	1120.0000
3216	06/17/1994	VOIDS	0.00	V		1120.0000
3217	06/18/1994	JPT	18.00	P	06/23/1994	1120.0000
3218	07/01/1994	MSC	267.40	P	07/15/1994	1120.0000
3219	06/17/1994	FSSST	158.78	P	06/30/1994	1120.0000
3220	06/21/1994	CAUSEWAY	328.34	P	06/23/1994	1120.0000
3221	06/20/1994	HJ	244.50	P	06/22/1994	1120.0000
3222	06/20/1994	MAZEN	400.00	P	06/23/1994	1120.0000
3223	06/20/1994	VOIDS	0.00	V		1120.0000

DELETE TAGGED CHECKS

LEAVE INVOICES... Selected to Pay Unpaid

LEAVE CHECKS... Voided Reusable

Process tagged checks (Yes/No)? N

ESC=Cclose, F3=Rep ESC=Cancel. ag.